

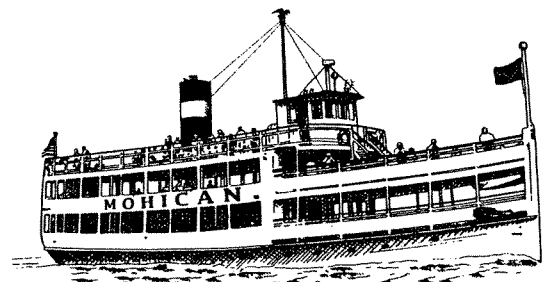
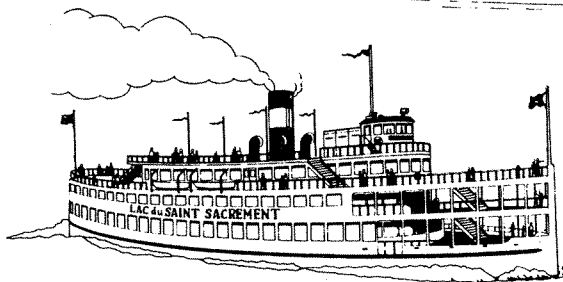
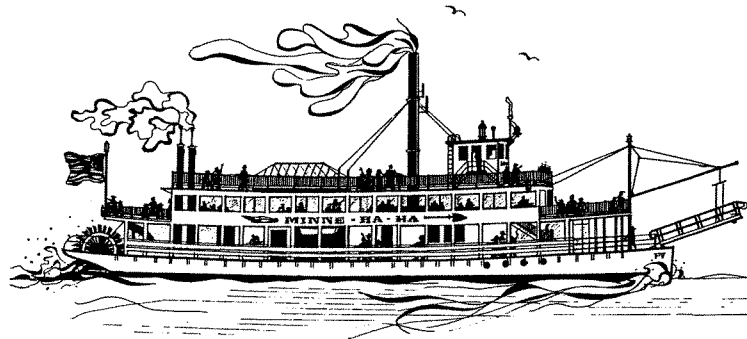
# **Deckhand**

## **Training Manual**

### **Lac du Saint Sacrement**

#### **Minne Ha Ha**

#### **Mohican**



**LAKE GEORGE STEAMBOAT COMPANY**  
**Steel Pier, Lake George, New York**

**May 2001**

# **Deckhand Training Manual**

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## Section 1 - Orientation Statements

### 1. Welcome Aboard

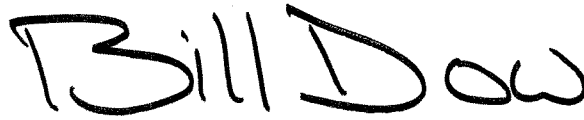
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The first purpose of this booklet is to welcome our new deck hands aboard the vessels of the Lake George Steamboat Co. This company began operating steamboat's in 1817 and is today the oldest passenger carrying Steamboat Company in the world. We've been successful because we operate fine vessels and have the very best personnel. We will continue successfully for those reasons.

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Most important, the success of the Lake George Steamboat Company is based upon giving the public a safe, interesting, clean and happy experience cruising on Lake George. We are intensely proud of our vessels which we consider a statement to the world of our American heritage. If we are to continue to succeed in our objectives our personnel must not only be proficient in their jobs, they must also complement our offering by appearing clean and being polite and helpful to our passengers. Courtesy to both passengers and fellow employees is an expected part of everyone's behavior.

Welcome aboard,

A handwritten signature in black ink that reads "Bill Dow". The letters are stylized and connected, with a large "B" and "D".

William P. Dow  
President

## **II. Lake George Steamboat Co. Employee Handbook**

You have been given your copy of the Steamboat Company's Employee Handbook. That booklet details the policies and procedural guidelines under which we will be operating during our sailing season. It is important that you read and familiarize yourself with policies and procedures in the employee handbook.

### **III. The Chain of Command aboard Ship**

The Captain is the ultimate authority aboard each of our vessels. The Captain of each vessel is entirely responsible for the safety and well-being of all persons, both employees and passengers, aboard his ship. The Captain's orders must be obeyed. The Captain may delegate authority, through his Pilot, Chief Engineer, or first mate, but he is the final authority aboard ship.

### **IV. Safety is your First Duty**

The first, primary concern of the Lake George Steamboat Company is the safety and well-being of both the passengers and all our employees. This attention to safety begins at the top of the company and extends along to every one of us. All managers, captains and employees are responsible for their personal safety, the safety of their fellow employees and the safety of all our passengers. This responsibility cannot be delegated and requires the participation of all employees in order to provide a safe work environment. Aboard each vessel each deckhand must be observant of any and all unsafe conditions which can lead to accidents. If a deckhand is not able to immediately correct an unsafe condition which he observes (and he must try as soon as is the condition is observed), that deckhand must immediately report that condition up through the chain of command.

## **Section 2- Vessel Familiarization**

### **I. Vessel Deck Plans and Equipment Locations.**

It is vitally important for you to learn your vessel's deck layout, and the locations of her safety equipment, not only for the safety of the passengers, but for your own ability to understand and follow the commands of the Captain and to be able to interact with the crew successfully in emergencies. The following information is important for you to commit to memory.

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**YOUR VESSELS INDIVIDUAL DECK LAYOUT IS ATTACHED-**located below is a comprehensive list of safety equipment Included in your own vessel's deck layout.

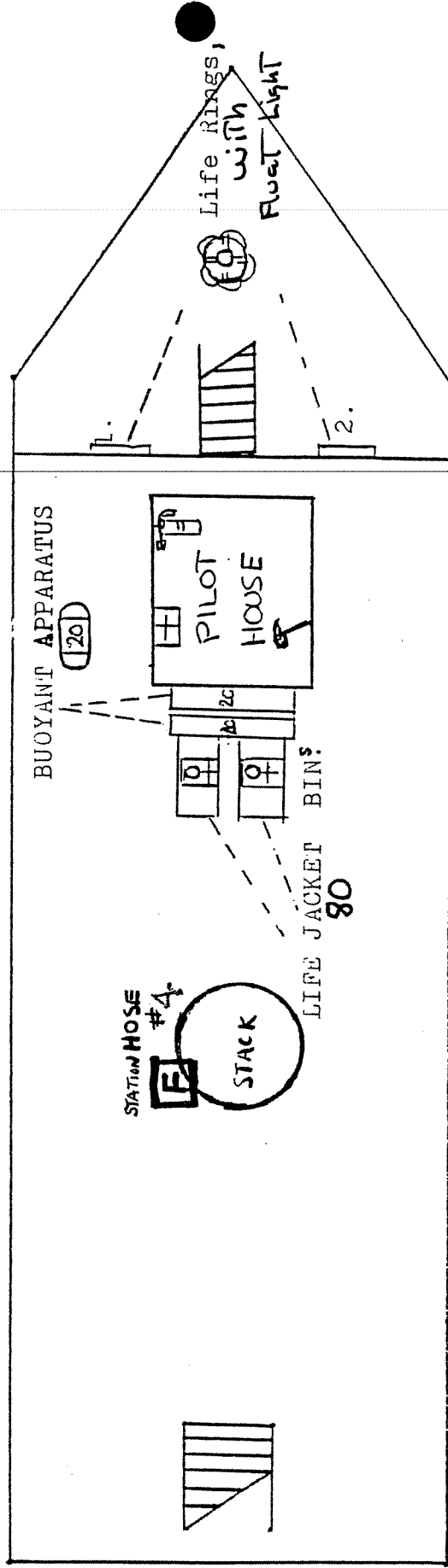
- fire stations
- fire extinguishers
- first aid kits and oxygen bottles
- life rings
- life jackets, (adults and childrens)
- buoyant apparatus
- emergency escapes
- all exits/egress areas
- muster stations/refuge areas
- man overboard equipment and pick up areas
- float lights
- electrical panels
- anchor and associated equipment
- emergency alarm bells
- fixed firefighting equipment
- watertight doors

Each deckhand must familiarize himself with his vessel's deck plans and the location of all safety equipment on each deck

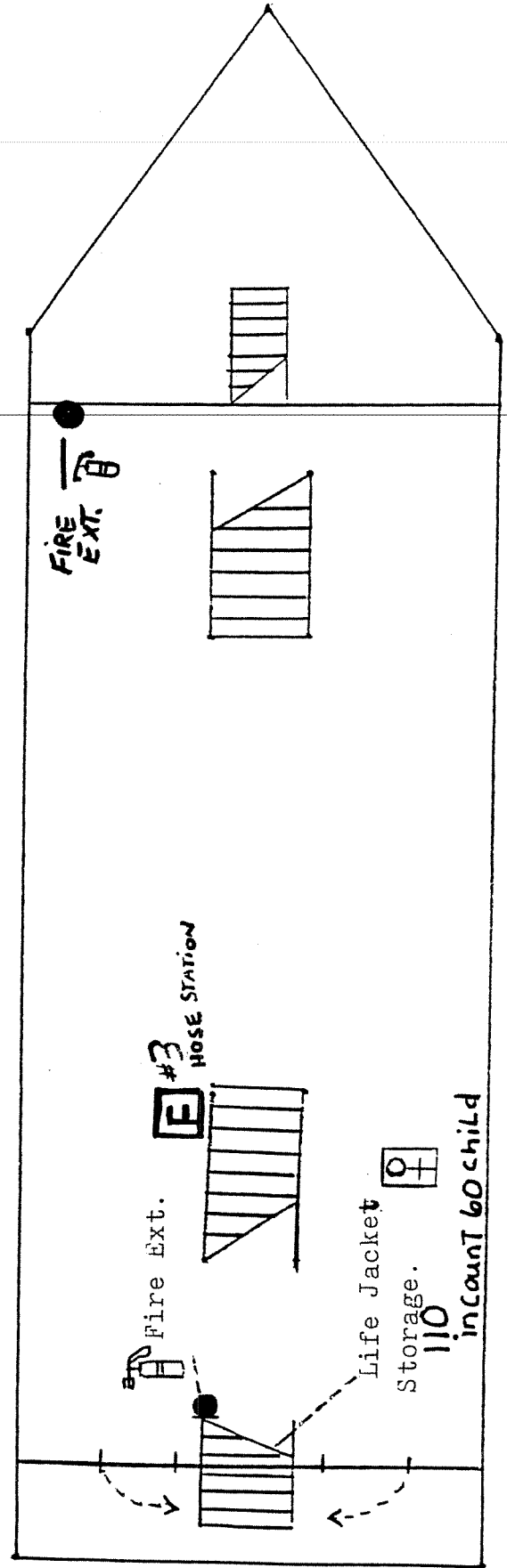
# M/V MOHICAN

## 1. EMERGENCY EQUIPMENT

1. first aid kit.
2. fire extinguisher
3. fire axe — located in pilot house.



## TOP DECK



## SECOND DECK

OVERHEAD STORAGE.

P.F.D.s

236

ACCESS  
ENG RM.

HOSE

GANGWAY.

OVERHEAD STORAGE.

P.F.D.s 96

SNACK BAR.

Emergency Equipment

1. First Aid Kit. 2. Fire Ext.

CO<sub>2</sub> Pull FIRE 1

OVERHEAD STORAGE P.F.D.s

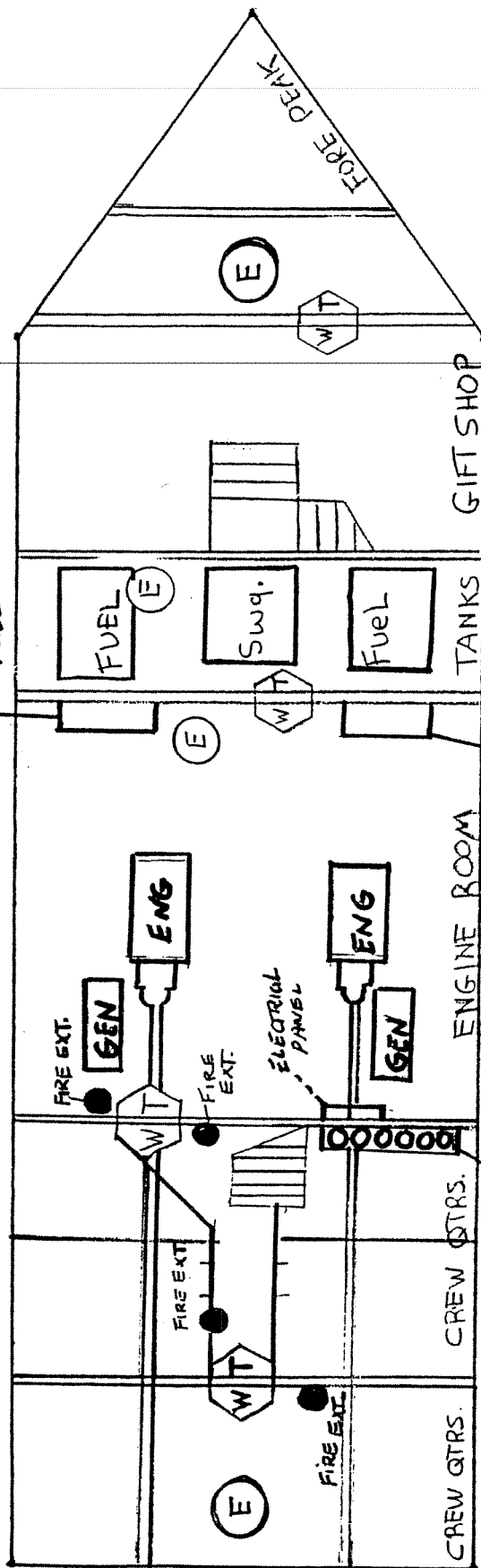
236

OVERHEAD STORAGE. P.F.D.

FIRST DECK

--- EACH ENGINE HAS OWN SHUTOFF.

FUEL SHUT OFF.



HOLD DECK

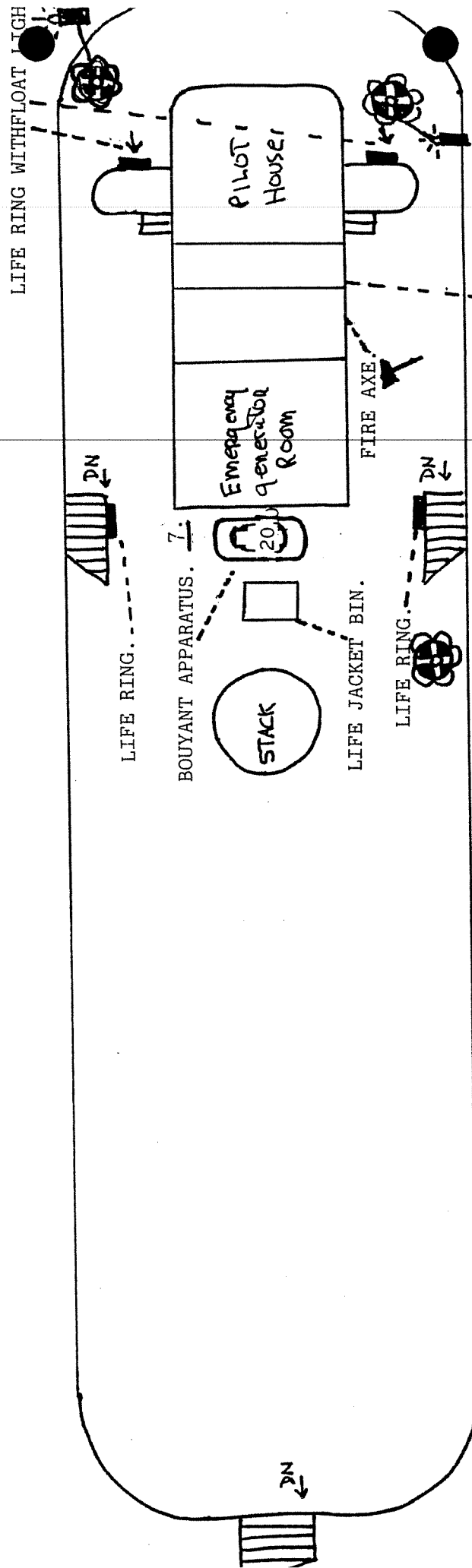
DAYTANK FUEL

FIXED CO<sub>2</sub>

M.V. LAC DU SAINTSACREMENT.

PILOT HOUSE EMERGENCY

1. FIRST AID KIT.
2. OXYGEN KIT.
3. SAFETY FLAIRS.
4. fire ext.



## PILOT HOUSE DECK



LIFE JACKET STORAGE.

100 CHILD.

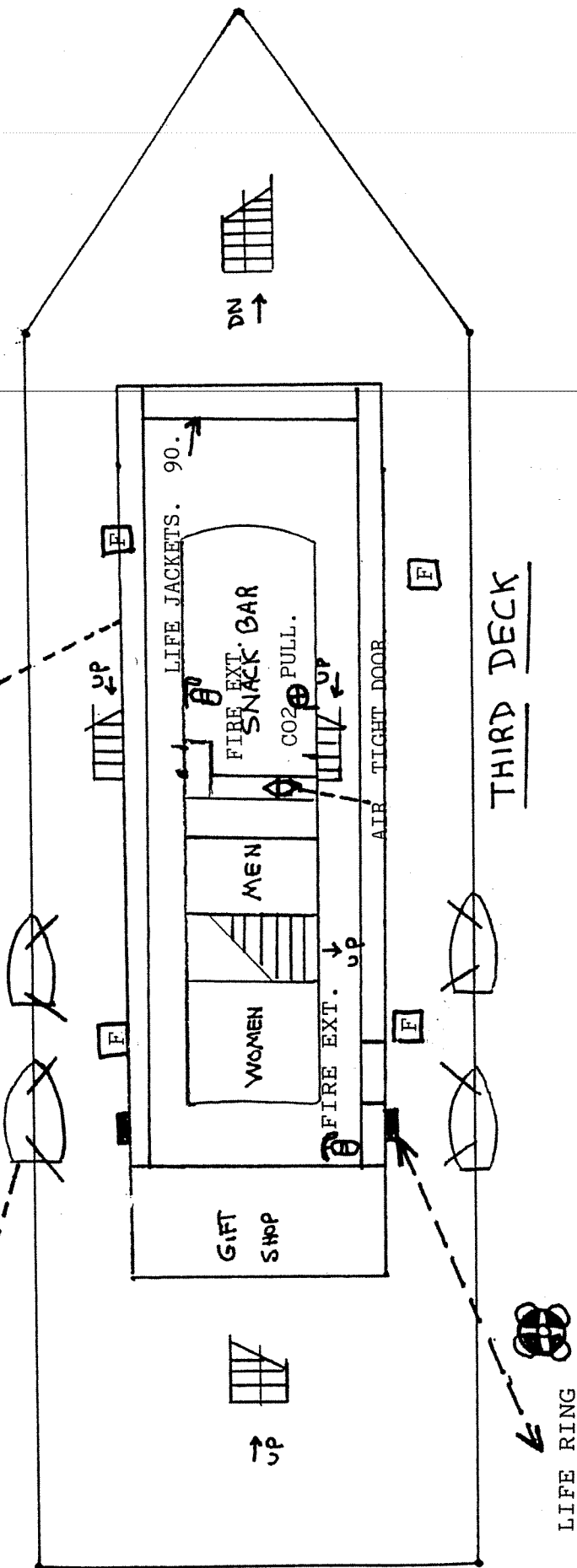
111. ADULT.



M.V. LAC. DU. SAINT SACREMENT.

LIFE BOATS

OVERHEAD LIFE JACKETS 84.



OVERHEAD JACKETS.

111.

LIFE JACKETS IN BINS

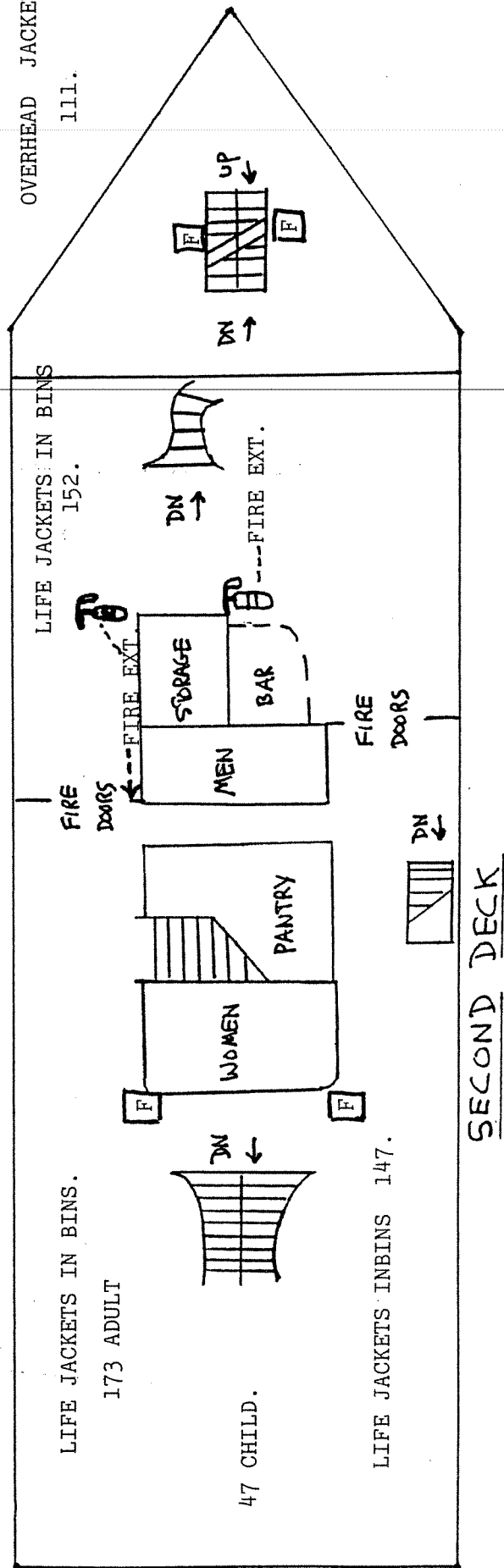
152.

FIRE

173 ADULT

LIFE JACKETS IN BINS.

47 CHILD.



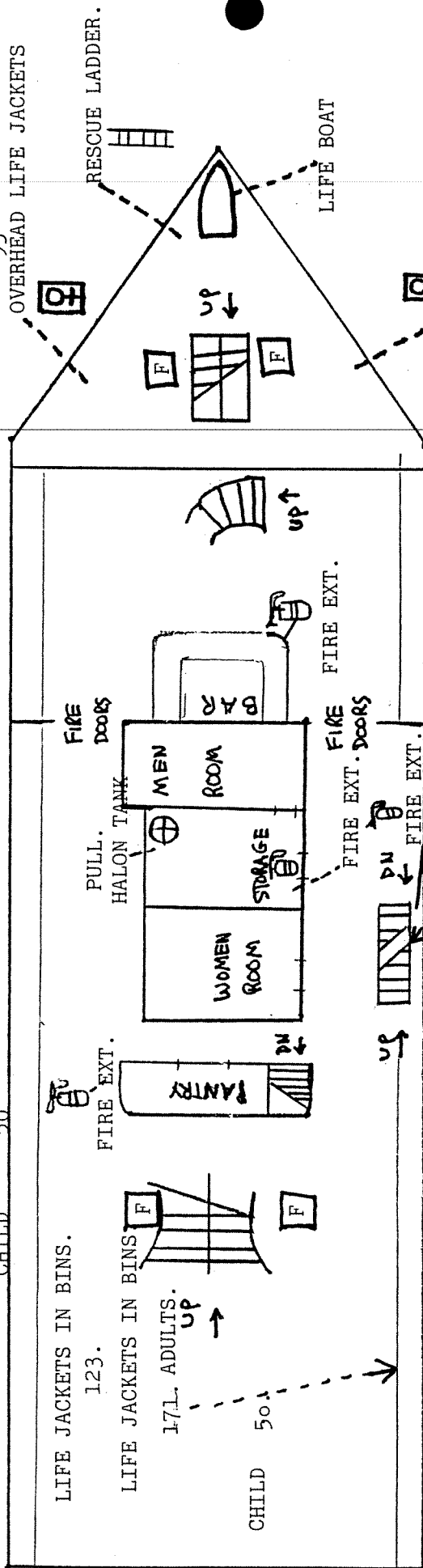
LIFE JACKETS

LIFE JACKETS

58

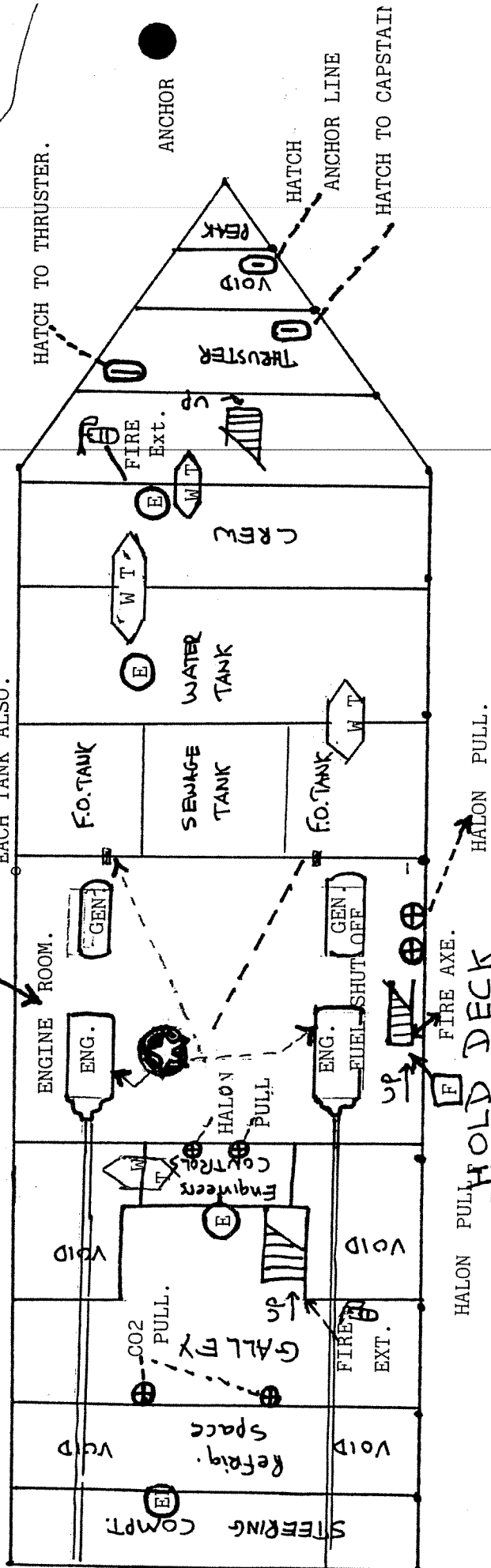
CHILD 50

93 OVERHEAD LIFE JACKETS



FIRST DECK

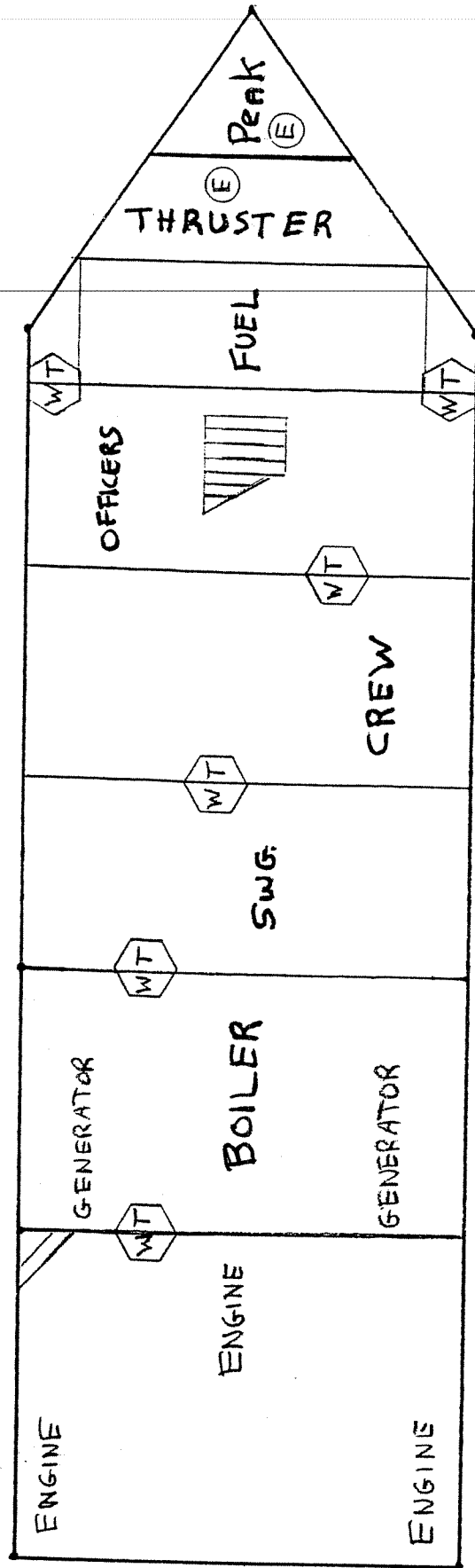
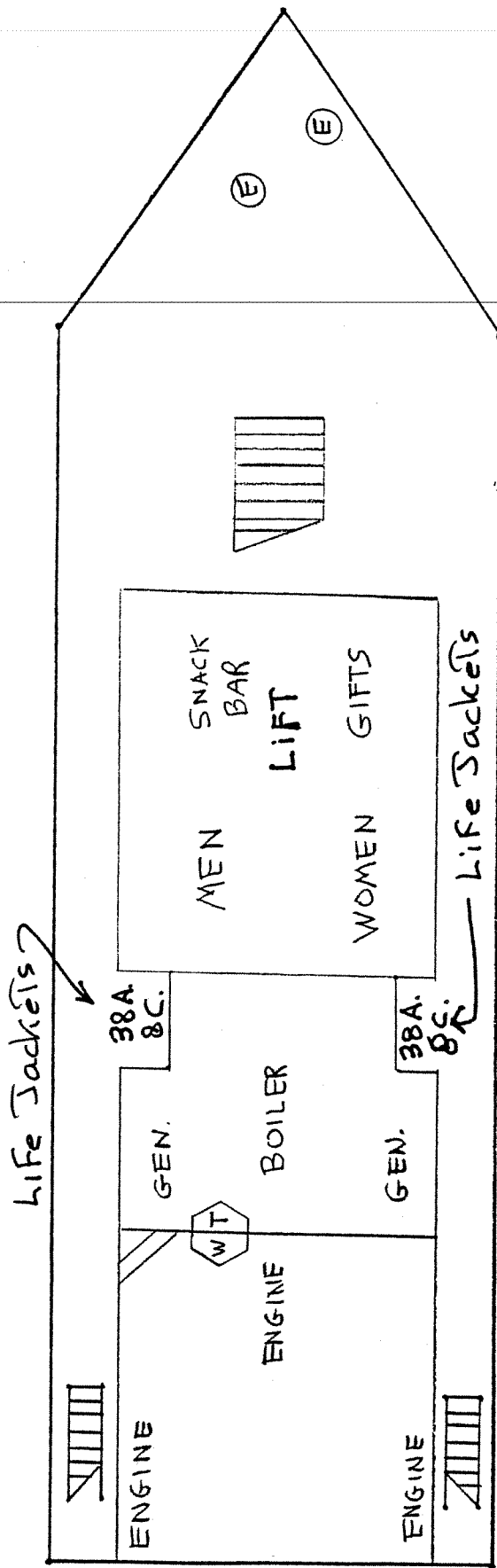
HALON PULL  
EACH ENGINE HAS OWN FUEL SHUT OFF.  
EACH TANK ALSO.



HALON PULL FIRE AXE. HOLD DECK

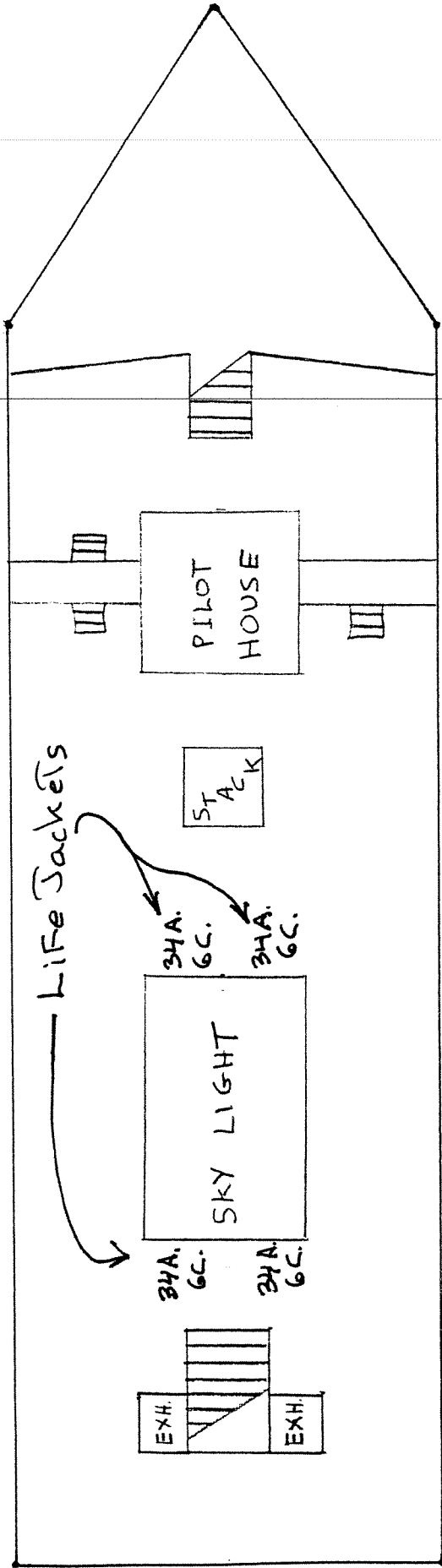
# S.S. MINNE-HA-HA

## Lifejackets' Locations

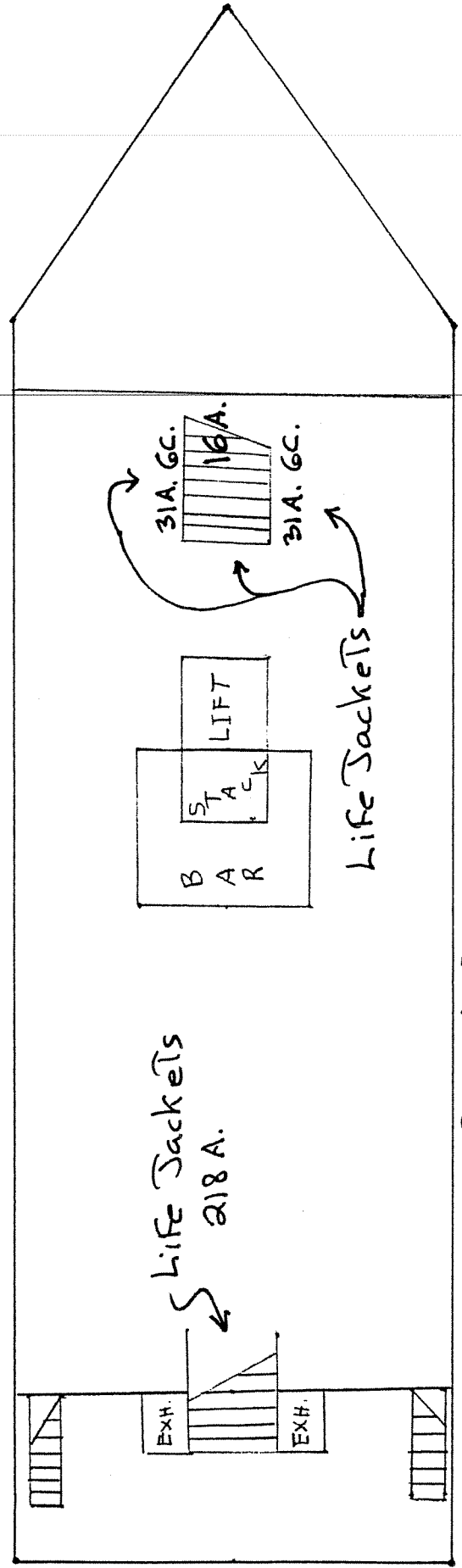


# S.S. MINNE-HA-HA

## Lifejackets' Locations



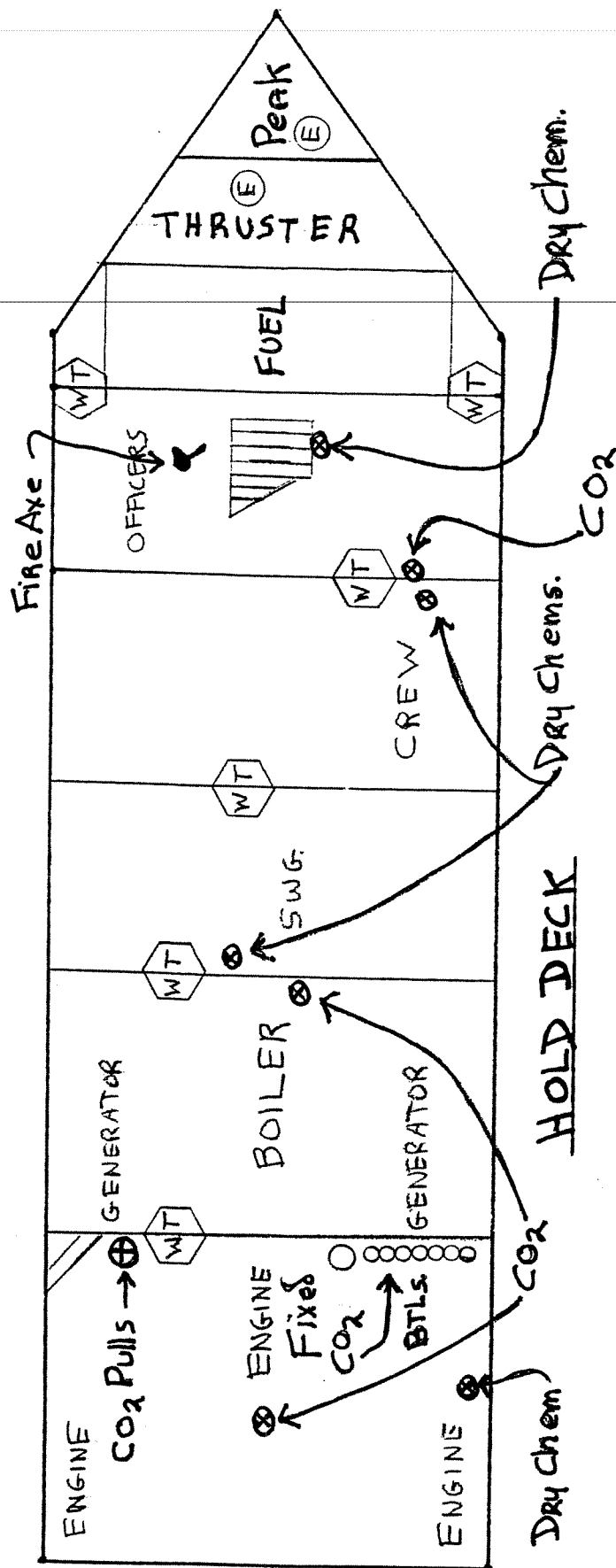
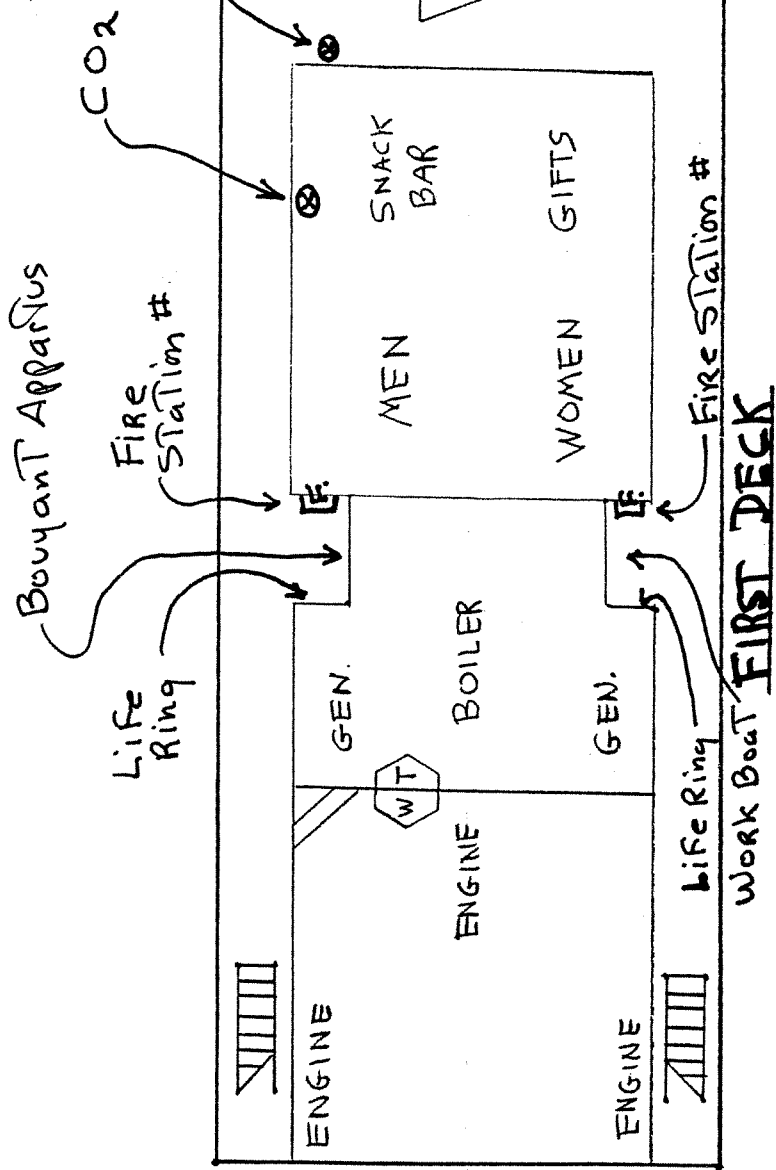
TOP DECK



SECOND DECK

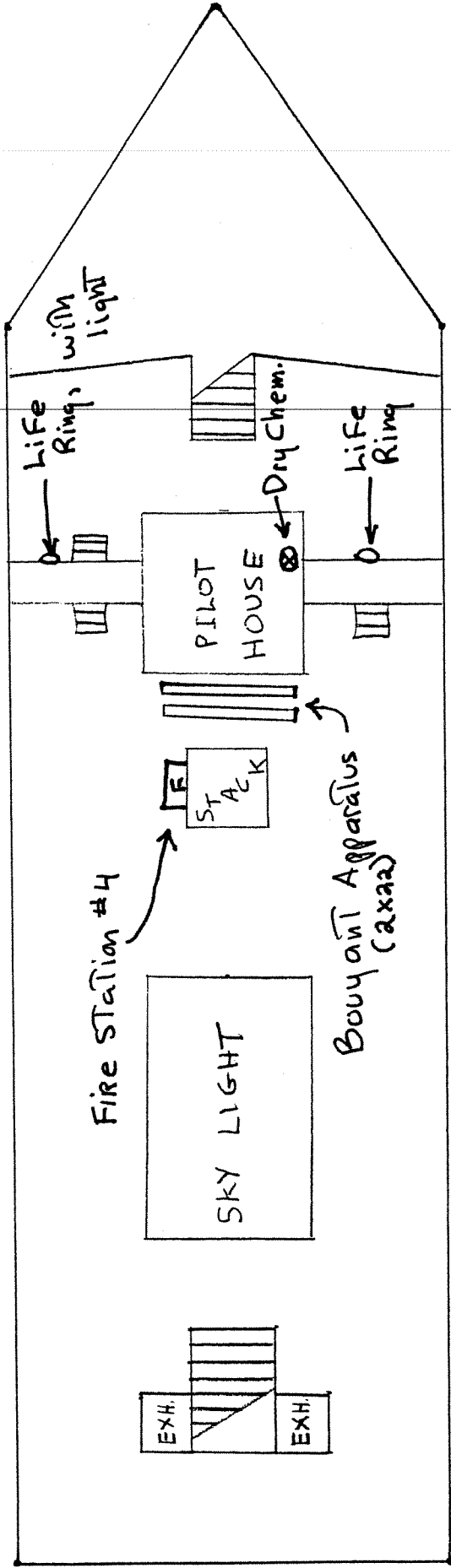
# S.S. MINNE-HA-HA

## Emergency Equipment

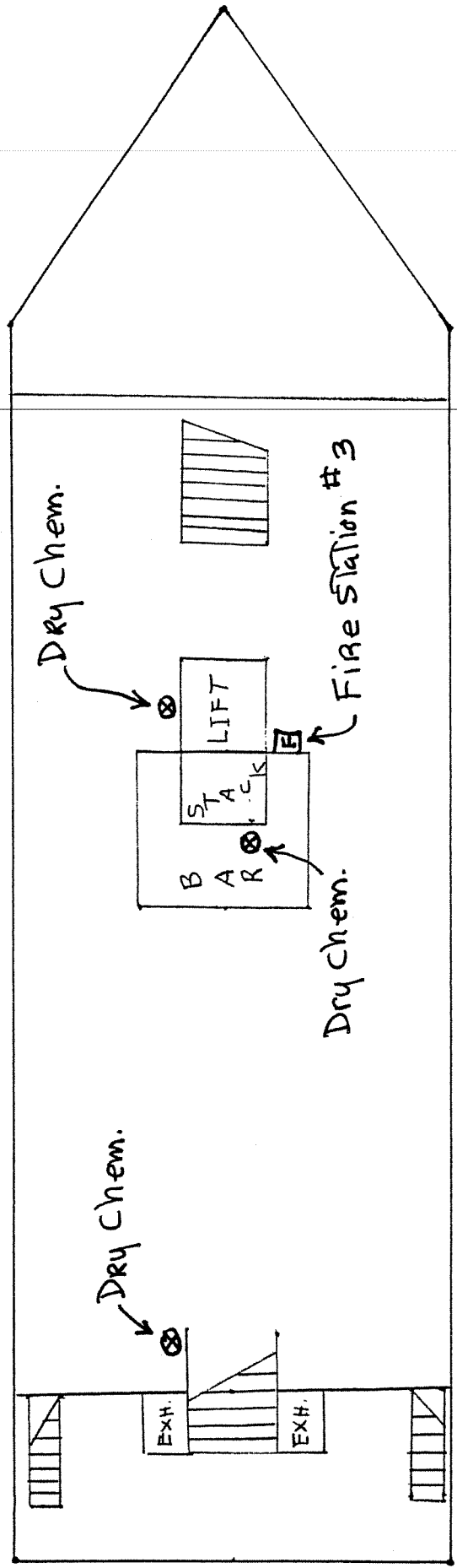


# S.S. MINNE-HA-HA

Emergency Equipment



## TOP DECK



## SECOND DECK

## II. Safety Equipments and Systems

One of the first and most important duties that will be required of you is getting to know the safety equipment and its location on the vessel.

There are various safety systems located throughout your vessels that are required by the New York State Public Vessel Inspectors. These systems are described below and the knowledge, use and location of them will be an important part of your job.

Firefighting Systems (See Section 7) – the fire main is run off of a fire pump that is controlled from the engine room. The components of the fire main are the valves and fire hoses of each numbered fire station located throughout your vessel. Another integral part of the fire system are the fire extinguishers that are also numbered and located throughout the vessel. Your vessel has a fixed firefighting system that is piped into the engine room, controls are located adjacent to it and can be set off from a remote location.

Primary Lifesaving Equipment – this equipment includes lifejackets (both adult and child) and bouyant apparatus. Children's life jackets are stored apart and have separate signage from adult life jackets. Also located throughout the vessel for the benefit of the passengers are signs that demonstrate how to properly don life jackets. Bouyant apparatus is to be used in the event of abandon ship. They are not meant to carry passengers but to support them in the water by means of the lines attached. Only very young, injured or older passengers are supposed to be placed on them.

Secondary Lifesaving Equipment – this category include life rings, some with lines attached. Other equipment includes the first aids and Man Overboard Rescue apparatus. Another form of lifesaving equipment is the associated safety signage located throughout the vessel that informs the passengers of safety equipment.

Exits, Egress & Refuge or Muster Areas – all exits on the vessel lead to either the outside, to the dock or will take the passengers to a muster or refuge area where they will be safe from fire, smoke or in the case the vessel is in danger of sinking.

Electrical System – the electrical system on board your vessel, when under way, is run off of the generator (there are standby generators on all our vessels). The generator is in the machinery space and creates AC electricity which is distributed through the vessel by wiring. The termination points of the wiring which you will learn to identify are the breaker boxes. Each breaker box will control certain areas of the vessel that need electricity and each breaker will be marked to show you which individual breaker performs what service. It is important to know the location of each breaker box in case of an emergency and especially for electrical fires.

Another system is the shore power system. This is used dockside only, and is a power source from land. This takes the place of the generator system and uses the same breaker boxes as the generator system.

## **Section 3 - Duties Aboard Ship**

### **I. Cleanliness and Housekeeping**

One of your primary duties as deckhand is to keep your vessel clean and in an orderly condition (ship shape). The Captain will establish the vessel's cleaning schedule, assign areas of responsibility to the hands and insure that sufficient cleaning materials (brooms, mops, dusters, bathroom supplies, etc.) are aboard ship. The Captain may assign the responsibility for the cleanliness of the ship to his pilot or first mate.

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The deckhands are responsible for:

- A. Cleaning their assigned spaces each morning and maintaining that degree of cleanliness all during the passenger-carrying day.
- B. Clean the bathrooms each morning and frequently checking the condition of the Bathrooms during each working day.
- C. Maintaining the cleanliness and orderly condition of the crews' sleeping quarters.
- D. Maintaining orderly cleaning gear lockers.
- E. Removing all foreign objects from their vessels stairways and decks. Dry any liquids from stairs and decks, immediately upon observing.
- E. Checking the condition of all passenger chairs. Remove all chairs, metal or plastic, which show cracking in joints of legs, backs or arms.
- F. In carrying out housekeeping duties (and all times when aboard your ship) use your common sense and correct any safety hazards you observe.

Housekeeping in Areas Open to Passengers – One of the most effective methods of keeping a vessel safe is to pick up any item that does not belong in passenger areas. This includes trash on the deck, maintenance equipment or tools, lines, chains or anything of the kind. Spills or any liquid on the decks or stairwells should be cleaned and dried up immediately. If you need to open a manhole or do repair work with passengers aboard, another crew member should always be posted in the immediate area to keep passengers away from hazard, whether real or perceived. Another tripping hazard that is always present are the carpet runners that are used to control dirt or water in the boarding area of the vessel. The end of the runners are often turned up by normal activity and occasionally the runner will be bunched. Always take time to straighten, smooth out or to turn down the runner's edge. Do not assume someone else will do it. If you feel something on the deck represents a potential tripping hazard, then it should be taken care of immediately!



## 2. Line handling

Line handling is a primary function of your serving as a crew member. Handling lines properly saves strain and damage to the vessel and dock. As the vessel is maneuvered by the Captain, the lines, cleats and chocks on the vessel are designed to move the vessel in toward and alongside the dock when the line is set properly. If not done correctly, it can be very dangerous to passengers on the boat, bystanders on the dock and also to yourself.

### Lines

There are several different types and sizes of line that are used in your operation. These lines can be made of different materials and may have different uses aboard your vessel. You will be instructed in the primary use of these.

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### Safety

Your Captain or his representative *will explain and demonstrate how* to properly use and secure the line. The following are safety precautions that are to be taken for your safety and the safety of the passengers.

Lay Out – This is the correct and safe procedure for laying out and readying the line for use. Make sure the line will run free, is not kinked, blocked or has loops that can catch your feet and is clear of any obstructions. The area for Line handling, if accessible to passengers, should be roped off so that passengers can not get in your way. When stowing the line, make sure it is coiled or flaked properly and does not represent a tripping hazard.

Operational – The correct and safe practice of using the line. Make sure that you have a good posture, dry and good footing *away* from the line. When handling or throwing the line make sure that your weight and that of the line doesn't cause forward momentum to carry you to near or over the side. Keep your weight on the side away from the vessel's edge. After the line has been sent out and secured to the dock, you will be attaching it to the vessel cleat as you have been taught.

The line in your hands should never be gripped too tightly, but should be able to slip slowly through your hands, however, line running too fast to your hands will cause friction which might hurt your hands. Make sure that you have already single wrapped the cleat so that the strain is transmitted to the cleat and not your hands. Do not attempt to physically pull in the vessel. When working the line, *keep your feet clear of the line at all times* during this procedure. When wrapping the line around the cleat, you should be doing so with extra length on the line so that *your hands should always be above and inboard of the cleat*. Remember to keep your legs bent so that you are not lifting with your back. If there is a problem and the vessel appears to be heading into the dock or the other vessel too fast, remember ...

**NEVER GET BETWEEN THE VESSEL AND ANY OBJECT  
THE VESSEL IS HEADING TOWARD.**

Inspection – This is the process of looking the line over for signs of wear (chafe) and flesh hooks (small tears in the line strands that can scrape or cut your hands). Flesh hooks might require you to wear gloves when handling lines. Before handling the line, check the eye, main length and bitter end (end of line opposite eye) for chafe, breakage or unraveling. If any of these are noticed, immediately notify your Captain.

# GANGWAY RESPONSIBILITIES

**SMOOTH HANDRAILS**

**ALLOW NO OPEN GAP BETWEEN GANGWAY AND BOARDING AREA OF VESSEL**

Use line or chain to secure this opening so no one can fall through gap on either side

**ROLLERS, IF INSTALLED ARE LOCATED GENERALLY ON ONLY THE SHORE SIDE**

**NON - SKID DECK SURFACE**

**NOTE** - Gangway should be properly secured in 2 places on BOTH sides and at BOTH ends

## PROPERLY SECURED

1. Mechanical Means
2. Line, Chain or Cable
3. Lock Downs

## GANGWAY DUTY

1. Both ends of Gangway should be manned *at all times*
2. Attention given to passengers, Watch their step, watch their heads if low overhead
3. Never leave Duty unless Properly Relieved
4. Wet or slick spots should be dried immediately
5. Help passengers that may need assistance

**\* NOTE \***  
**IF DIRECTED, AN ACCURATE PASSENGER COUNT SHOULD BE KEPT ON THE GANGWAY**

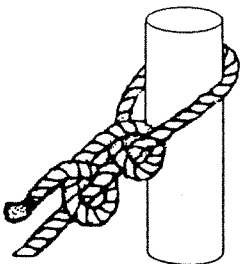
## ANGLE OF INCLINATION

1. Angle should be checked frequently, Height of vessel in water versus passengers onboard
2. Boarding should be interrupted and gangway re-secured if angle becomes too steep
3. Securing Lines checked often

## ETIQUETTE

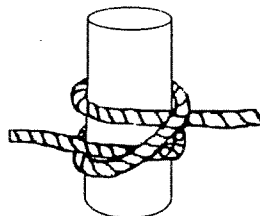
1. No smoking
2. No eating, drinking or gum chewing
3. Keep your conversation Professional
4. Uniforms should be neat

## KNOTS FOR SECURING GANGWAYS



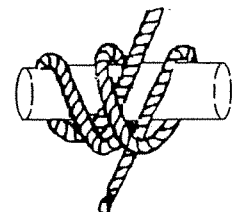
### HALF HITCH

**HALF HITCH** - Used for securing line to a post or spar, quick, secure knot.



### CLOVE HITCH

**CLOVE HITCH** - Used for securing a line to a post, holds under tension and extremely useful.



### ROLLING HITCH

**ROLLING HITCH** - Used for securing line to a post or spar and will not slip, even under strain

## Section 4 - Passenger Safety

### I. Embarking/Disembarking

One of your most important jobs will be the safe boarding and offloading of passengers by way of the vessel's gangway.

Gangways – The gangway is a structure used to move passengers on and off the vessel. It must be securely fastened and has to be constantly checked to make sure it is always properly secured. The Captain will show you how to properly secure the gangway. After the gangway has been secured in the instructed manner, make sure that there is no opening where access between either side of the railings on the gangway and the opening or door that the gangway passes through on the vessel. If there is an opening, it should be chained or tied off so that passengers cannot go through there.

Gangway Behavior – Gangway behavior/etiquette is the professional manner that you will use when manning the gangway. You must be dressed in your black slacks and crew shirt. You should not be chewing gum, or clowning around. This is not this time to carry on a conversation with other crew members that doesn't involve gangway duty. You should be neat and act in a mannerly and professional manner. This is your only opportunity to make a decent first impression on the passengers.

Gangway Duty – After securing the gangway in the correct company's safety fashion your responsibility is the safe boarding or offloading of passengers. This means your entire focus is on the passengers and inspecting the gangway to make sure it is still secured properly. You should welcome the passenger aboard and tell them to watch their step on the gangway and on the vessel. This is where you combine the policy with customer service by typically saying, "... good morning, welcome aboard, please watch your step..." or words to that effect. Also, if necessary, you might help passengers up/down the gangway because of physical conditions of the passenger, or the incline of the gangway. It might be best to stop others from using the gangway because you cannot assist one passenger and watch the safe boarding of others at the same time. You are to stay at your post and not to wander away from the gangway unless directed by the Captain or properly relieved.

Passenger Behavior on Boarding – Any unusual passenger behavior (intoxication, rowdiness, excessive display of anger, etc.) must be immediately brought to the attention of the Captain, Pilot or Mate.

## **II. Passenger Observation/Management**

At all times, one of your priorities is to watch over/manage the passengers. There are two different situations, everyday passenger management and emergency passenger management.

Every Day Passenger Management – This can occur when an aisle or passageway on the vessel has to be kept open for various reasons or when passengers are rushing to get off the vessel and begin to crowd around the access way. To get their attention, make sure that you (in a clean uniform) are clearly seen. Give the passengers clear, concise instructions that are easy to follow. Use a firm, strong voice with normal tone. When you communicate, make a statement, to not inflect words at the end of a sentence because it will make it sound like a question. Do not challenge the passengers or be sarcastic, instead try to have them understand you are doing your job for their safety. If a question is asked and you did not know the answer, do not make one up. Inform them that you do not know and will try to find out and get back to them.

Emergency Passenger Management – As in general passenger management, communication and how you communicate to them is the key, especially in an emergency. You do not want to cause panic among the passengers. If passengers see a crew member panic, they most certainly will and the result could be even more of a problem than the original emergency. You must calm the passengers. The calmer you appear, the more the passengers will pay attention. During an emergency, to get the passengers attention, you may have to raise your voice. Do not your scream, but ask for their attention by speaking loudly. Once you have their attention, you will only have a few seconds to begin to control the situation. It is critical that you take advantage of the situation at this point by directing them a clear, concise language. If necessary, you may direct other passengers to assist you. During certain emergencies, some passengers may have certain skills that may be important in a particular situation, i.e. doctors, nurses, EMT's, firemen, policemen, and servicemen.

Passenger Assistance – At certain times, you may have to assist passengers, whether it is during boarding, moving around the vessel or moving up or down the stairwells. At all times, ask the person you suspect needs assistance, before touching them. It can be extremely offensive to someone to be touched or grabbed. After asking permission to assist them, tell the person what you intend to do. Oftentimes people will feel more at ease holding on to you, instead of you holding on to them. When transversing stairs or gangways, make sure you use the handrails provided to assist both of you. Try your best to move their speed, do not try to rush them. Make sure there is a clear path for you to move through as you help them around the vessel.

Enforcement of Passenger Safety Rules – Company safety policies will often times dictate what passengers can and cannot do and it will be up to the crew enforce these regulations. These are mostly common-sense regulations that passengers should not do or try to avoid. Their children should be supervised by them at all times. There is no running or roughhousing on board. When docking or undocking, heads, arms and hands should be inside the vessel. When docking passengers must remain off the stairs. No littering or throwing anything over the side. Did not allow anyone to sit on the tops of any of the deck railings, chair backs or go into unauthorized areas. Do not allow anyone to play around or to handle any of the vessel's equipment, especially the safety equipment, which is located in direct proximity to the passengers. Again, good, direct communication with the passengers should be applied. Used the words please and thank you when asking a passenger to stop or avoid doing these things.

## **Section 5 - Emergency Procedures/Drills**

### **1. Station Bills**

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Your vessel's Station Bill details each marine crew members responsibility, location and task for each particular emergency. Each crew member will be required to know not only your own position on the station bill but also each position manned by his vessel's other crew members.

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STATION BILLS  
(see following page)

# STATION BILL

## – EMERGENCY SIGNALS –

**Fire** – Continuous Ringing Of General Alarm Bells For At Least 10 Seconds.

**Man Overboard** – Pass The Word “MAN OVERBOARD” To The Bridge.

**Collision/Grounding** – Intermittent Ringing Of General Alarm Bells. Captain On P.A. System With Instruction.

**Abandon Ship** – 7 Short Blasts And 1 Long Blast On Whistle, Same Signal On General Alarm Bells.

**Dismissal** – From Emergency Stations – 3 Short Blasts On Whistle, 3 Short Rings Of General Alarm Bells.

## DECK AND ENGINE PERSONNEL

RATING	FIRE	MAN OVERBOARD
1. Captain	In Pilot House, in Command	1. In Pilot House, in Command
2. Pilot	At Scene of Fire, in Charge	2. Main Deck, Forward, in Charge
3. Chief Engineer	Engine Room, Fire Pumps	3. Engine Room, Answer Bells
4. Mate	At Scene, Assist Pilot	4. Post Lookout, Assist Pilot
5. Deck Hand	Tend Hose and Nozzle	5. Swimmer
6. Deck Hand	At Scene, Fire Extinguisher	6. Secure & Tend Safety Line to Swimmer
7. Deck Hand	At Scene, Pilot House Runner	7. Jacobs Ladder Over, Prepare Lifeboat
RATING	COLLISION w/FLOODING	ABANDON SHIP
1. Captain	In Pilot House, In Command	1. In Pilot House, In Command
2. Pilot	At Scene of Damage, with Chief	2. Main Deck, Forward, in Charge
3. Chief Engineer	In Charge, Damage Control	3. Secure Engines, Assist Passengers
4. Mate	Watertight Doors, Assist Chief	4. Buoyant Apparatus, Main Deck, Forward
5. Deck Hand	Assists Passengers, First Deck	5. Buoyant Apparatus, Jacobs Ladder
6. Deck Hand	Assists Passengers, Second Deck	6. Assist Passengers, Main Deck
7. Deck Hand	Assists Passengers, Third Deck	7. Assists Passengers, Second Deck

## FOOD, BEVERAGE & GIFT PERSONNEL

- A. All Non-Marine Personnel, 1<sup>st</sup> & 2<sup>nd</sup> Decks – Issue Life Jackets, Assist Passengers Your Deck

## – INSTRUCTIONS –

1. Entire crew shall familiarize themselves with the location and duties of their emergency stations.
2. The entire crew shall be instructed in the performance of their emergency duties.
3. The entire crew shall wear life preservers during All Ship's Drills.
4. Any person discovering a fire shall immediately notify the pilot house and then fight fire with available equipment.
5. Upon sounding of fire alarm, fire pump shall be immediately started and fire stations tended.
6. Upon hearing signal “MAN OVERBOARD” throw ring buoys over side and station lookout.
7. All members of crew after they have carried out their special duties shall assist in distribution of life preservers and assist passengers to safety.

# STATION BILL

## – EMERGENCY SIGNALS –

**Fire** – Continuous Ringing Of General Alarm Bells For At Least 10 Seconds.

**Man Overboard** – Pass The Word “MAN OVERBOARD” To The Bridge.

**Collision/Grounding** – Intermittent Ringing Of General Alarm Bells. Captain On P.A. System With Instruction.

**Abandon Ship** – 7 Short Blasts And 1 Long Blast On Whistle, Same Signal On General Alarm Bells.

**Dismissal** – From Emergency Stations – 3 Short Blasts On Whistle, 3 Short Rings Of General Alarm Bells.

## – DECK DEPARTMENT –

RATING	FIRE	MAN OVERBOARD
1. Captain	In Pilot House, in Command	1. In Pilot House, in Command
2. Pilot	At Scene of Fire, in Charge	2. Main Deck, Forward, in Charge
3. Mate	At Scene, Assist Pilot	3. Post Lookout, Assist Pilot
4. Deckhand	At Scene, Tend House	4. Swimmer
5. Deck Hand	At Scene, Tend Nozzle	5. Oarsman
6. Deck Hand	At Scene, Fire Extinguisher	6. Lower Jacob's Ladder and Ship's Rescue Boat
7. Deck Hand	At Scene, Fire Extinguisher	7. Secure & Man Safety Line to Swimmer
8. Deck Hand	Pilot House, Captain's Runner	8. Assist #6 Lowering Rescue Boat
RATING	COLLISION w/FLOODING	ABANDON SHIP
1. Captain	In Pilot House, In Command	1. In Pilot House, In Command
2. Pilot	At Scene of Damage, with Chief	2. Main Deck, Forward, in Charge
3. Mate	Watertight Doors, Assist Chief	3. Buoyant Apparatus, Main Deck Forward
4. Deck Hand	Assists Chief	4. Buoyant Apparatus, Jacobs Ladder
5. Deck Hand	Assists Passengers, First Deck	5. Assist Passengers, Main Deck
6. Deck Hand	Assists Passengers, Second Deck	6. Assist Passengers, Second Deck
7. Deck Hand	Assists Passengers, Third Deck	7. Assists Passengers, Third Deck
8. Deck Hand	Pilot House, Captain's Runner	8. Pilot House, Captain's Runner

## – ENGINE DEPARTMENT –

1. Chief Engineer – In charge of Engine Department, All Below Deck Emergency Procedures

## – FOOD & BEVERAGE DEPARTMENT –

- A. All Food Service, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Decks – Issue Life Jackets, Assist Passengers Your Deck
- A. All Bar Service, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Decks – Issue Life Jackets, Assist Passengers Your Deck
- A. All Gallery Personnel, Secure Gallery, Assist Passengers on 1<sup>st</sup> Deck

## – INSTRUCTIONS –

1. Entire crew shall familiarize themselves with the location and duties of their emergency stations.
2. The entire crew shall be instructed in the performance of their emergency duties.
3. The entire crew shall wear life preservers during All Ship's Drills.
4. Any person discovering a fire shall immediately notify the pilot house and then fight fire with available equipment.
5. Upon sounding of fire alarm, fire pump shall be immediately started and fire stations tended.
6. Upon hearing signal “MAN OVERBOARD” throw ring buoys over side and station lookout.
7. All members of crew after they have carried out their special duties shall assist in distribution of life preservers and assist passengers to safety.

Motor Vessel **Lac du Saint Sacrement**

# STATION BILL

## – EMERGENCY SIGNALS –

**Fire** – Continuous Ringing Of General Alarm Bells For At Least 10 Seconds.

**Man Overboard** – Pass The Word “MAN OVERBOARD” To The Bridge.

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**Abandon Ship** – 7 Short Blasts And 1 Long Blast On Whistle, Same Signal On General Alarm Bells.

**Dismissal** – From Emergency Stations – 3 Short Blasts On Whistle, 3 Short Rings Of General Alarm Bells.

## – DECK AND ENGINE PERSONNEL –

RATING	FIRE	MAN OVERBOARD
1. Captain	In Pilot House, in Command	1. In Pilot House, in Command
2. Pilot	At Scene of Fire, in Charge	2. Main Deck, Forward, in Charge
3. Chief Engineer	Engine Room, Fire Pumps	3. Engine Room, Answer Bells
4. Mate	At Scene, Assist Pilot	4. Post Lookout, Assist Pilot
5. Deck Hand	At Scene, Tend Hose	5. Swimmer
6. Deck Hand	At Scene, Fire Extinguisher	6. Oarsman
7. Deck Hand	At Scene, Fire Extinguisher	7. Lower Jacobs Ladder and Ship's Rescue Boat
8. Deck Hand	At Scene, Fire Extinguisher	8. Secure & Man Safety Line to Swimmer
RATING	COLLISION w/FLOODING	ABANDON SHIP
1. Captain	In Pilot House, In Command	1. In Pilot House, In Command
2. Pilot	At Scene of Damage, with Chief	2. Main Deck, Forward, in Charge
3. Chief Engineer	In Charge, Damage Control	3. Secure Engines, Assist Passengers
4. Mate	Watertight Doors, Assist Chief	4. Buoyant Apparatus, Main Deck, Forward
5. Deck Hand	Assists Chief	5. Buoyant Apparatus, Jacobs Ladder
6. Deck Hand	Assists Passengers, First Deck	6. Assist Passengers, Main Deck
7. Deck Hand	Assists Passengers, Second Deck	7. Assist Passengers, Second Deck
8. Deck Hand	Assists Passengers, Third Deck	8. Assists Passengers, Third Deck

## – FOOD, BEVERAGE & GIFT PERSONNEL –

A. All Non-Marine Personnel, 1<sup>st</sup> & 2<sup>nd</sup> Decks – Issue Life Jackets, Assist Passengers Your Deck

## – INSTRUCTIONS –

1. Entire crew shall familiarize themselves with the location and duties of their emergency stations.
2. The entire crew shall be instructed in the performance of their emergency duties.
3. The entire crew shall wear life preservers during All Ship's Drills.
4. Any person discovering a fire shall immediately notify the pilot house and then fight fire with available equipment.
5. Upon sounding of fire alarm, fire pump shall be immediately started and fire stations tended.
6. Upon hearing signal “MAN OVERBOARD” throw ring buoys over side and station lookout.
7. All members of crew after they have carried out their special duties shall assist in distribution of life preservers and assist passengers to safety.



## **II. Duties for Emergency Procedures**

### **I. Man Overboard**

#### **Man Overboard (MO)**

In the event that a MO situation occurs, the crew is the “life-line” for the MO. Each of you must become familiar with the terminology used. Below is a list of steps to be competently performed to recover MO.

#### **Step 1 – Throw Life Ring/PFD Overboard & Notify Captain:**

The first person to respond is very critical to recovery of the MO. Upon sighting or notification of a MO, insure a life ring or PFD (Personal Flotation Device) is thrown overboard towards the MO. Immediate response to throwing the flotation device overboard is critical. If the MO situation occurs at night, ensure the life ring with the floating light is thrown overboard.

It is equally critical to notify the Captain that we have a MO. At this point, you have to use your best judgment on how to notify the captain. You can use the telephone system, yell or send another person. Use the best means possible and still keep the MO in sight (If Possible).

#### **Step 2 – Ensure a Lookout is Posted**

One deckhand shall be designated as the lookout to locate the MO. If you are able to see the MO, communicate the MO's position to the Captain and other crew members. It is extremely important that you do not lose sight of the MO. Use landmarks to line up the position of the MO. If you are the deckhand who has the MO in sight and you are on a lower deck, you must communicate through guests and other crew members of the position of the MO. Once the deckhand on the top deck sites the MO, that deck hand shall become the lookout and the deckhand on the lower deck shall be relieved to help the rescue team. All crew members shall be lookouts until the MO is sighted. If darkness or weather prohibits the immediate sighting of the MO, all marine crew members are to report to the pilot house to receive orders. You may be asked to run lights, radio or report to the outside deck to listen for the MO.

Duties of a look-out:

- Ensure the crew is aware of the MO situation
- Shout and point in the direction of the MO
- Never lose sight of the MO
- Position yourself where the Captain can see you
- As the vessel turns, walk up the side of the vessel
- Once Captain has MO in view, continue to keep MO in sight
- Stand by to receive orders from Captain

### **Step 3 - Assemble the Rescue Team:**

The crewmembers, outside of lookout, shall report to the rescue area. The rescue area is the main deck, forward. Check to see if the Captain has turned on the “hailer” system with which to communicate. The team shall “don” “PFDs” and retrieve the heaving line, safety line and rescue ladder out of storage. The team shall communicate with the Captain as to their progress and any other conditions affecting the MO. If the MO occurs during the night, retrieve the flashlight and use it to shine upon the MO. The rescue team will all wear properly secured PFD’s.

### **Step 4 - Prepare to Rescue the MO:**

The rescue team shall prepare to retrieve the MO. This includes attaching the “safety line” to the vessel and the deckhand who will go down the ladder. Stand ready to put the rescue letter over the side. Rescue boat prepared for launching, ready if needed.

### **Step 5 - Rescue the MO:**

The team shall communicate with the Captain in regards to the position of the MO. The team shall direct the Captain to maneuver the vessel so as to retrieve the MO. Remember to keep the MO away from the stern of the vessel. Upon approaching the MO, determine if the MO is functioning and able to perform.

**If the MO is able to function:** communicate your intention to throw the “heaving” line and have them secure it around themselves. Continued to communicate with the captain so he is aware of situation. Once the line is secured around the MO, start to tow the MO into the vessel. As the MO approaches the ladder, have the Captain place the vessel in neutral. The deckhand with the “safety line” attached shall proceed down the ladder to assist the MO. Once the MO is retrieved, inform the Captain and give First Aid.

**If the MO is unable to function:** the deckhand with the “safety” line attached shall enter the water to assist. The team shall instruct the Captain to maneuver the vessel close to the MO so the “water” deckhand has a minimal distance in which to swim. The “water” deckhand shall remove any excess clothing prior to entering the water. He shall have a PFD “donned,” safety line attached and “heaving” line in hand. Remember to communicate with the Captain the distance of the vessel to the MO, so that line is slack and the “water” deckhand can reach the MO. The “water” deckhand shall swim directly towards the MO and approach from the rear. Place the MO’s head out of the water and secure the heaving line around the MO. The team on board, shall tow the MO into the vessel. The team on board shall assist the MO out of the water. Administer First Aid and seek additional help. The lookout shall proceed to the rescue area once the heaving line is around the MO.

## 2. Fire Aboard Ship

**Causes and Prevention of Shipboard Fires:** Alert observation is our main defense in preventing a fire. Quick response is essential in the event a fire breaks out. The best response in the case of a fire is a calm, trained, crew member who uses common sense.

It is each crew members responsibility to take immediate action whenever they respond to a fire. Most fires are out of control within two minutes, immediate response is required. Careless, irresponsible or ill-advised actions have caused disastrous fires. While each crew member is aboard the vessel, they must pay attention to their surroundings and look for potential fires. Additionally, it is everyone's responsibility to assure that their fellow crewmembers are acting in a safe manner and fire hazards are not ignored.

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### Classification of Fires:

- |                      |  |
|----------------------|--|
| <b>Class A Fire:</b> | Fires involving common combustible materials, which can be extinguished by the use of water solutions. Materials in this category include wood, cloth, paper, rubber and certain plastics. |
| <b>Class B Fire:</b> | Fires involving flammable or combustible liquids, a flammable gases, Grease or similar products.   |
| <b>Class C Fire:</b> | Fires involving energize electrical equipment, conductors or appliances.   |

The main objective of this classification scheme is to aid crew members in selecting the appropriate extinguishing agent. However, it is not enough to know that water is best for putting out a Class A fire or that the dry chemicals work well in knocking down the flames of a burning liquid. The extinguishing method must be applied properly, and sound firefighting techniques must be used.

### Step 1 – Immediate Response:

Most fires are uncontrollable if not extinguished within the first two minutes. You must be able to identify the class of fire and use appropriate extinguishing method.

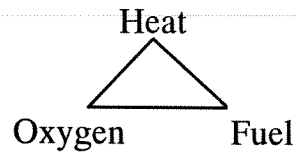
### Step 2 - Fighting the Fire:

In fighting the fire, there are no set steps that apply to each fire. Each is different and situations change. However, the basic thing to keep in mind is to use your best judgment. The major points to keep in mind are to notify the crew, evacuate the passengers from the immediate area and put out the fire. Generally it is recommended to follow the steps;

- Identify the class of fire
- Evacuate passengers from immediate area
- Inform the captain
- Remove any combustible materials from the immediate area
- Use the appropriate extinguishing agent
- If unable to extinguish the fire by yourself, close all doors and windows on deck affected.
- Wait for other crew members to fight fire
- Attempt to extinguish the fire with additional extinguishers or employ the fire hose system

## Specific FireFighting Techniques for the ID:

A fire consists of three elements that enable the fire to exist. Those elements being; heat, oxygen fuel



Eliminate one of these elements and the fire will extinguish.

**Passenger Areas:** Generally the types of fires you will encounter are of Class A, B or C. The vessel is specifically designed to aid in the fighting the fires. Noncombustible and fire retardant features are incorporated into the design of the vessel. Steel bulkheads and floors act as fire breaks in the vessel. Is important to correctly identify the class of fire and use the appropriate extinguisher.

There are various ways in which to fight these fires. The means to fight the fire are; hand-held extinguishers, fire hose system and air flow control. To operate the hand-held fire extinguisher you would remove the spray handle and direct it toward the base of the flames. Remove the “pin” from the handle and squeeze the handles together. Apply short bursts to the base of the flame. Remember you will only have 20-25 seconds of extinguishing time. You may need more than one extinguisher.

To operate a fire hose system you will unroll the hose on the affected deck. Open the valve on the hose and be ready to have water pressure. Each deck has a fire hose system. Unravel the entire hose length ensure there are no “kinks” in the line. Open the valve by turning the “stem” counterclockwise until it stops.

The vessels Chief Engineer is responsible for activating the ship’s firefighting mains, either by activating the primary fire pump or switching over to the emergency/secondary bilge pump which can also be used charge the fire mains. The Chief Engineer, who along with the Captain, must be immediately notified in case of fire.

### Step 3 - Fighting Engine Room Fires

Fires that start in the engine room are usually of Class B. By the time the fire is detected, it may be well under way. The following are the steps in fighting an engine room fire;

1. The ship’s Chief Engineer is in immediate charge of fighting the fire and is in charge of any and all marine personnel at the scene.
2. Two or more crew members, led by the pilot or the first mate, shall station themselves outside the engine room door. They will have a battery of chemical fire extinguishers ready.
3. The Chief Engineer will determine the best means of fighting the fire and he will issue the necessary orders. He alone determines to utilize or not to use the marine crew, he may shut off the fuel supplies, he may isolate the engine room and flood the space with a fixed CO2 system.
4. If phone communications between the engineroom and the bridge fail, the mates portable phone will be used or a deckhand “runner” may be necessary to keep the Chief Engineer and the Captain in communication.

### **3. Collision or grounding, either with flooding**

- A.** your vessel has been designed, built and inclined (The calculation of the vessels stability) to U.S. Coast Guard K-Boat regulations. Which means that any one of the ship's watertight hull compartments may be entirely flooded and, with its full passenger capacity and full complement of crew aboard, the ship will not settle any deeper than its margin line (a point 3 inches below the main deck).
- B.** The chances, on Lake George, of another boat striking your vessel with force sufficient to pierce her hull, those chances are very slim. The chances of your vessel striking an underwater object with sufficient force to cause flooding must be considered and thus this instruction.
- 
- C.** In the case of a hard grounding the following duties are to be carried out, always in the calmest possible manner;
- i.** Deckhands will be assigned (on the station bill) one per passenger deck. Each so assigned deckhand will make the rounds of his deck (walking in a calm fashion) to see if the passengers have any problems. He will assist passengers as is necessary. He will see that all passengers put on life jackets.
  - ii.** One deckhand will immediately go below decks and see that all in-hull watertight doors are firmly secured.
  - iii.** The Mate will proceed to the pilot house to hear and pass along whatever instruction the Captain issues.
  - iv.** The Chief Engineer is in charge of damage control efforts and bilge pumping, as might be necessary. As soon as the deckhand assigned to watertight door closing has completed his duties, he will report to the Chief Engineer, to assist him as the Chief might instruct.
- D.** The Captain is in full charge of his vessel and all decisions subsequent to a grounding. The vessels Pilot and the vessels Mate take their orders directly from the Captain and keep the Captain as closely informed as possible of the condition of his vessel and of her passengers. The Captain, as he believes is necessary, will radio out information and request assistance.

#### **4. Abandon Ship**

If the Captain deems it necessary to abandon ship, (having first brought the vessel as close to shore as possible) he will issue such an order and the marine crew, acting in the calmest possible manner so as not to unduly alarm the passengers, will be assigned as follows;

- A.** The ship's Pilot will go to and take charge of the location of the vessel nearest the water, the forward main deck.
- B.** The Mate will assist the Pilot as he might be instructed. He will see that the ship's Jacob's Ladder is hung over the side of the ship.
- C.** Two deckhands will be assigned to put the ship's buoyant apparatus into the water. Following which one hand will go to the Pilot House to assist the Captain and one hand will proceed to the deck directly below the pilot house to assist passengers in putting on their PFDs (Personal Flotation Devices/ Lifejackets).
- D.** One hand will be assigned to each passenger deck to assist passengers with donning their life jackets. Once all passengers on each deck have their jackets on, the hand will lead them to the lower, forward deck, closest to the water.
- E.** The Pilot and Mate will demonstrate to each passenger, prior to their leaving the ship, how to enter the water. Instruct the passengers to keep their feet together, jump feet first and hold the bottom portion of the PFD to their abdomen (stomach).

## **5. Anchoring/Anchor Drills**

**A.** Your ship is equipped with a Danforth Anchor and associated “ground tackle,” which is the nautical terminology used to cover all anchoring equipment. This ground tackle consists of;

- A Danforth anchor, a relatively “modern” anchor designed for maximum holding power.
- Attached to the ring at the top of the anchor’s shank is a length of chain. This chain holds the shank parallel with the bottom and helps the anchor’s flukes to dig into the bottom.
- Attached to the last link of the chain is line of sufficient strength to hold your vessel “at anchor.”
- The bitter end of the anchor line is made fast to the ship’s framing inside the chain or line locker.
- The anchor leans up against, is outside of the rail, on the main deck at the bow. The anchor is balanced and held outside the rail by a quick release pelican hook.

**B.** Your ship is equipped with a sturdy and proven means of raising your anchor. The Mohican and the Minne have, located on the main deck in the bow, manual capstans of a type manufactured in St. Louis for over 100 years. The Saint is equipped with an anchor windlass for raising her anchor, an the electric motor driving a vertical drumhead.

- On the Saint, prior to each anchoring drill, check the operation of your windlass, so as to insure its readiness to retrieve your anchor.
- On the Mohican and Minne, prior to each anchor drill, check the smooth operability of your capstan. Make sure the “dogs” at the base are set for retrieve. Make sure you have four wooden handles and that they fit into the capstan.

### **C. Dropping Your Anchor**

The Mate, or the Pilot if he is present on the first deck, forward, is in charge of your anchoring operation. Take no action until you receive an order. The following steps will be taken in the process of dropping the anchor;

1. Visually insure that all objects are removed from the deck between the point where the anchor line comes up through the main deck and the point where the line will follow the anchor overboard.
  2. Upon the order from the Mate/Pilot and not before, release The Pelican hook and push the anchor overboard.
- 
3. With the anchor has reached the bottom and the anchor line has ceased rapid running overboard, continue to, by hand, pay out the anchor line.  
-the length of anchor line put out, as compared to the depth of the water, it is called the "scope" of line. The minimum "scope" for holding your vessel at anchor is 3 to 1. Thus if the water is 50 ft. deep, the vessel must have at least 150 ft. of the anchor line out for the anchor to hold the bottom. The more line out, the better the anchor's holding power. Your captain will inform the anchor detail of the length of anchor line to put out. In the Navy a "scope" of 5-7:1 is used for normal anchoring.
  4. When you have paid out the length of line ordered, make two turns of the anchor line around the windlass drum or the capstan and then make the far side of the anchor line fast to a deck cleat.



## **D. Retrieving Your Anchor**

The following steps are to be taken in retrieving your anchor;

1. Put (3) three turns of the anchor line around the capstan or drumhead. Make sure the turns are such that the turn of the capstan brings the line into the ship.
2. Began, electrically or manually, drawing the anchor line in.
3. Keep a hand strain, on the opposite side of the incoming line, on the anchor line.
4. Feed the incoming line down into the line locker.
5. When your anchor is clear of the water, stop retrieval. Make the far side of the anchor line fast to a cleat. Upon your return to the Steel Pier, The anchor will be lifted back to its riding location outside the bow rail.

## **6. Bomb Threat Search**

A. Bomb threats have been phoned into the Company in past years. They have always been by telephone, they have always been anonymous and they have always been false. But we must be organized so that we handle all such threats in a calm, orderly and effective manner.

B. The deckhands role in our response to such a threat is as follows;

1. If the Captain determines that passengers and crew should "don" life jackets, he will pass the word and all hands will assist passengers in putting on their PFDs.

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2. The Captain will, passing orders to the crew, initiate a search by his deckhands of the ship for suspicious packages or packages in suspicious places.
3. Deckhands will be assigned search areas on the ship. Deckhands will conduct their search in a calm and dignified manner. They will not move about or conduct themselves so as to upset the passengers. They will search all areas except in the engine spaces, where the Chief Engineer will conduct his own search.
4. If a suspicious packages found, immediately have the Captain notified. Do not go near the package, do not touch the package. Do not allow passengers near the package.
5. If a package is found, the Captain will determine his best course of action and the deckhands will stand by for his orders.

### **C. Security precautions always in place**

The very best security against anything destructive been brought aboard ship lies with the deckhands always been alert. Namely;

1. The deck hands are responsible for watching over the safety of their ship's passengers. This responsibility starts at your ship's gangway. If you notice any one boarding with a package, the appearance of which causes you to be uncomfortable, you immediately notified the Captain, Pilot or Mate at the gangway. The ships officers have both the right and the duty to examine the package.
2. The marine crew at the gangway must also be alert to anyone bringing any package aboard and then leaving the vessel without that package.
3. The marine crew, and all times, must be alert to suspicious packages aboard the vessel or packages left the board the vessel in suspicious locations. Suspecting a package, the crew member must not touch it, but must report his concern to the Captain.

## **Section 6 - Emergency Signals**

### **I. General Information**

The standard and accepted signals for emergencies are listed below. Additionally the Captain will notify his crew and passengers via the public address system. For example;

“when you hear the signal, deckhands must report to their assigned stations, as per the ship’s Station Bill.”

“Passengers, our crew will assist you with your life jackets.  
Please follow the deckhands instructions.”

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### **II. Fire**

Intermittent ringing of general alarm bells and ship’s bell. Captain on public address system with location and instructions.

### **III. Man Overboard**

Word passed “Man overboard, port or starboard side.” “Deckhands to your stations.” three short blasts and ship’s whistle, repeated four times, intermittent ringing of ship’s general alarm bells.

### **IV. Collision, with Flooding**

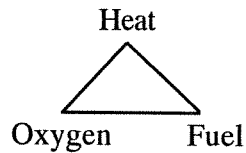
Five short blasts on ship’s whistle. Captain on public address system with location and instructions.

### **V. Abandon Ship**

Seven short blasts and one long blast on ship’s whistle. Intermittent ringing of ship’s general alarm bells. Captain on the public address system with instructions.

## Section 7 - Fire Education

Fire – Fire is caused by the fire triangle, a combination of fuel, heat and oxygen. If one of the three items is removed, the fire will go out.



Types of Fire – the 3 types of the most common fires are signified by letters.

**Type “A”** – It leaves an ash residue. It is usually associated with wood, wood products, cotton, wool and clothing materials.

**Type “B”** – Oil products and byproducts, deep fat fryers and greases.

**Type “C”** – Electrical current of any type

Fire Extinguishers – As stated earlier, if one of the three parts of the fire triangle is removed, the fire will be extinguished. Fire extinguishers are designed to remove oxygen from the immediate area so that the fire will be air starved and stop. Several different types of chemical agents are used in various fire extinguishers and can be used to fight different types of fires. Fire extinguishers are labeled with A, B or C on them to let you know what type of fire they will extinguish. Some are called combination extinguishers because they might be labeled A B C or B C type extinguishers. It is always important to know the type of fire that you are fighting so that you will know what type fire extinguisher to use. Directions for their use are also located on the fire extinguishers.

Fire Main System – The fire main on your vessel is comprised of a pump, valves and hoses. The fire hose stations are numbered and located throughout the vessel. The hoses will unwind readily and the valve that controls it will open easily. Attached to the hose near the valve is a wrench called a spanner. It is used to make sure that the hose is firmly attached to the connection. Hoses from the fire main are only used to put out Type A fires.

Fixed Firefighting Systems – Your vessel has a fixed fire fighting system with extinguishers that are piped into the engine room, located adjacent to it and can be set off from a remote location. An alarm will sound before the agent is released into the engine room. The engine room must be vacated by all personnel before using. The engine room will remain off limits for a period of time due to the type of agent used. You must know the location of the remote activation unit for this fixed system.

## FIRE PREVENTION

Part of the overall safety plan for a vessel and the company is to prevent fires from starting. Fires can start from several different sources, some of the more common ways are discussed below.

Spontaneous Combustion – this is a method where certain products can create their own heat. When mixed with enough oxygen in unvented areas, or exposed to additional heat, they can start to combust and begin to burn. Rags soaked in paint, cleaning oil, grease or other assorted chemicals when placed in unvented areas or near heaters, etc. can burst into flames. Be careful when storing these and the product cans that they came from. Place them only in areas designated for their storage.

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Electrical – Bad grounds on plugs, misuse of tools or kitchen equipment that leads to overheating of the electrical motors and overloading of electrical outlets can all lead to electrical fires. If you feel extreme heat around or near the housing covering electrical motors or smell an electrical type burning or view smoke from anything electrical, immediately notify the pilot house. *Turn the electrical item off at the breaker box.* If that can't be located, turn off the item itself. As a last resort, it might have to be unplugged, however, the plug or plug ground itself might be the problem and you might be exposing yourself to a shock if you have to unplug the item.

Trash Can Fires – One of the most common types of fires is the trash fire. This is usually caused by dumping ashtrays with still lit cigarettes in them.

Chemical Mixture – The most common problem of mixing unknown chemicals is not immediate fire ignition, but causing a vapor from the different chemicals that can be very harmful if breathed. Usually this is done when trying to clean an area and you mix different types of cleaners in order to really clean an item. This mixing of different chemicals can cause a reaction that could lead to skin burns, nasal passage and throat burns or worse. *Rags used in cleaning should be stored properly* (see spontaneous combustion).

## FUEL OIL SPILLS

Due to the environmental impact, legislation and public opinion, a fuel oil spill has to be avoided at all costs. If you are involved in any fueling operation, offloading or loading of oil, cooking supplies, cleaning or paint supplies, it has to be done with the utmost responsibility. If you witness any of the above mentioned items going into the water, or see a sheen upon the water, *you must notify the Captain or management immediately.*

## Section 8 - Shipboard Terminology

In order to assist you with knowing about the vessel and your job, please study the terminology guide and pictures provided.

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### TERMINOLOGY

#### **1. Vessel Descriptions**

Aft – toward the back of the boat

Amidships – the middle of a boat

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Athwartship – the side to side width of a boat

Beam – the side of the boat, also the width of a boat

Bow – the front end of a boat

Forward – (fore) - the front section of a boat

Inboard – the area pertaining to items within the vessel

Leeward – the side away from the wind

Longitudinal – fore and aft on a boat

Outboard – the area pertaining to items outside the vessel

Port – the left side of a boat when facing forward

Quarter – an area 45 degrees off the bow or stern on either side

Starboard – the right side of a boat when facing forward

Stern – the back end of a boat

Topsides – the top decks or top section of a boat

Windward – the direction towards the wind

## **2. Vessel Construction**

Bilge – the lowest inside area of the hull on a boat

Bridge (pilot house) – location of steering and engine controls

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Bulkhead – a partition, corresponds to a wall in a house

Bulwarks – a partial wall, less than 42" high on exposed decks

Camber – the slight curve of a deck from the center to the sides

Capacity – the number of passengers and crew on a boat that can be legally carried

Compartment – an enclosed area in the hull of the boat

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Deck – the floor area of a boat

Draft – depth of the boat hull in the water

Disembark – to depart a boat

Embark – to come aboard a boat

Fender – an item placed between the vessel and the dock for cushion effect

Freeing ports – holes in a bulwark that allows water to drain off a deck

Gangway – a ramp that leads on or off the boat

Galley – a kitchen or cooking space on a boat

Hatch – an opening in a deck providing access to the area below

Head – a bathroom on a boat

Helm – the steering station on a boat, also steering a boat

Hull – the part of the boat that is in the water

Public space – spaces accessible to the passengers on a boat

Rub rail – the outermost part of a vessel hull that rests against the dock

Rudder – device on a boat that turns a boat as it goes through water

Stability – the ability of a boat to remain upright and afloat

Stanchion – a pillar or post used for support

Watertight bulkhead – bulkheads that inhibit the flow of water, below the main deck.

### **3. Emergency Glossary**

Contingency plan (also emergency action plan) – a formal, written plan for emergencies other than fire, man over board and abandon ship.

Egress System – route of escape for passengers, includes stairways, landing areas, doors, corridors etc

Emergency lighting system – lights automatically activate when 110v power is lost

Fire suppression – extinguishment of a fire

Muster – to gather together, usually an area for passengers to gather to avoid danger, or where the boat crew gathers for an emergency

PFD – personal flotation device, better known as life jacket

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Refuge area – space designated as passenger gathering areas during emergencies

Station bill – a formal poster located in several places on the boat that informs all crew members what their duties and actions are in case of fire, man over board and abandon ship

Waterlight – an automatic, battery operated light attached to life rings and intended for man over board accidents at night

### **4. Linehandling**

Bight – mid part of a line

Bitt – large deck fitting used for attaching lines

Bitter end – the end of a line opposite the eye

Bollard – a heavy post for attaching lines located on a dock

Bow line – lines leading from the bow of the boat

Breast line – lines running perpendicular from the boat

Cast off – to let a line go

Check a line – Put the line around a cleat and let it out slowly. All the while keeping tension on the line.

Cleat – deck fitting with two horns on it to attach lines to

Chock – a partial or round opening in a bulwark or bulkhead that a line is passed through

Coil – to store a line by looping in a circular, clockwise motion

Eye – a loop spliced in the end of a line

Fake down – laying a line out in loose fashion so that no part of the line is on top of another part, but each loop is side by side

Flemish – laying out a line in a tight, flat coil

Ground tackle – general term to describe an anchor, line and associated gear

Heave – to pull or throw a line



#### **4. Linehandling** *cont'd*

Hold – to take a wrap with a line so that it will not let out or come in

Kevel – similar to a cleat but larger

Line – any rope on a boat

Made fast – a boat tied to a dock or one line tied off

Make fast – to secure a line

Messenger line (heaving line) – a smaller line attached to the main line so that it can be sent out at a greater distance and then the larger line can be pulled from the boat easier. Usually has a monkey fist attached to it

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Run (pay out) – letting tension off a line so that it will go out

Secured – the line has been properly tied off

Slip (ease) – letting some tension off a line so that the line will slowly let out

Spring line – lines leading from midships either forward or aft

Stand by – be prepared to carry out instructions

Stern line – lines leading from the stern

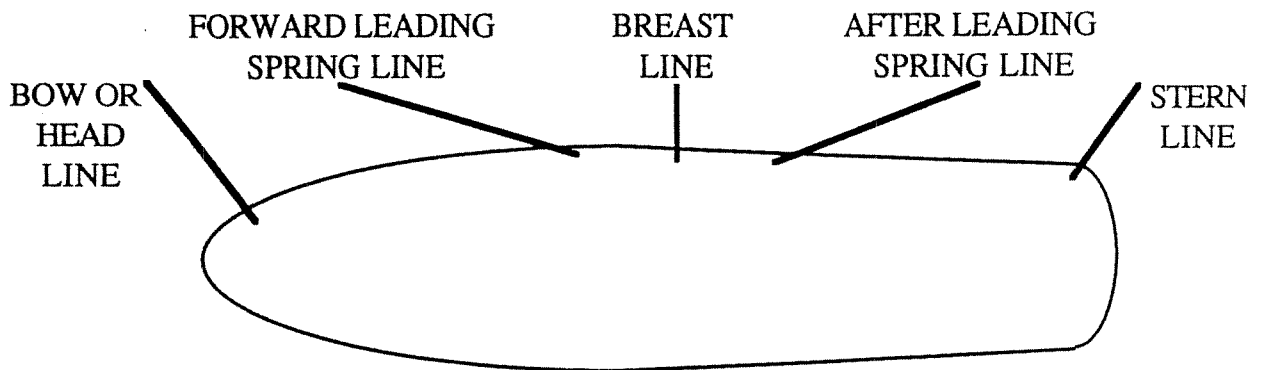
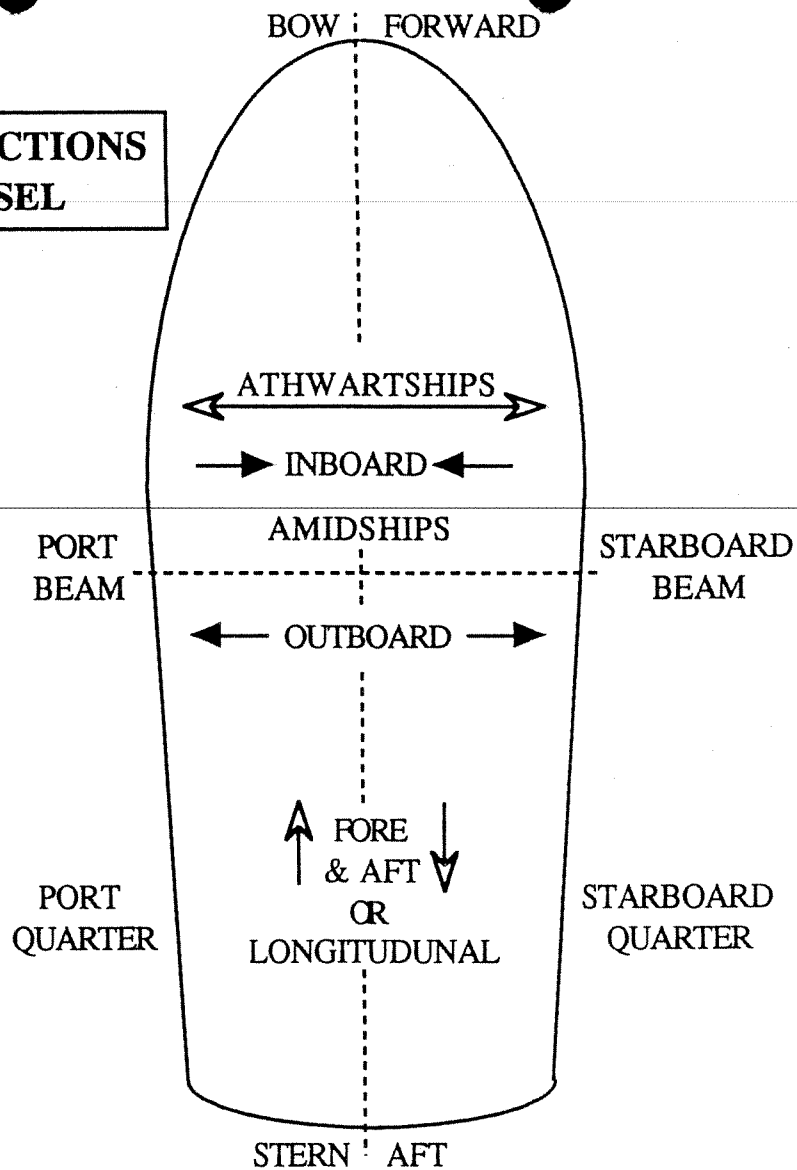
Stow – to properly store a line or item

Tension – taking a round turn on a cleat or kevel so that the line grabs and stops going out

Underway – when a boat moves through the water

Wharf – a dock located parallel to the shore

# TYPICAL DIRECTIONS ON A VESSEL



# TYPICAL LINES ON A VESSEL